



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 75th AIR BASE WING (AFMC)
HILL AIR FORCE BASE, UTAH

MEMORANDUM FOR WHOM IT MAY CONCERN

JUN 22 2007

FROM: 75 ABW/CC

SUBJECT: Installation Access Policy

1. The attached document implements interim guidance on controlling access to Hill Air Force Base, Utah. It is issued in accordance with AFI 31-101, *The Air Force Installation Security Program*, as supplemented, and The Internal Security Act of 1950 (50 U.S.C. 797).
2. This guidance will be incorporated as an attachment to the Hill Supplement to AFI 31-101 upon its next publication.
3. Questions regarding this policy should be directed to the Chief, Security Forces, at 777-7975.

A handwritten signature in black ink, reading "Scott D. Chambers".

SCOTT D. CHAMBERS, Colonel, USAF
Commander

Attachment:
Installation Access Program

INSTALLATION ACCESS PROGRAM GUIDELINES

These guidelines have been extracted from AFI 31-101, *The Air Force Installation Security Program*, as supplemented by Air Force Materiel Command and Hill Air Force Base. In the event of a perceived contradiction, dispute, or procedural question, the direction in the parent instruction takes precedence.

This document has been sanitized of sensitive information and is designed for release to the general public. Certain Air Force publication rules and standards have been suspended in the interest of making these guidelines more easily understood by the public. Additionally, a table of contents and list of acronyms used has been added for greater clarification and ease of use.

INSTALLATION ACCESS PROGRAM

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SECTION A -- PURPOSE, POLICY AND SERVICES

1. **Purpose.** Hill Air Force Base (HAFB) is a closed installation and requires positive access control measures. This attachment implements and provides detailed instruction on the HAFB Installation Access Program. It was intentionally written to exclude any For Official Use Only or otherwise restricted information and, when removed from the rest of the instruction, can be made available to the public. Visitors, Contractors, Distinguished Visitors and employees on HAFB will find guidance on what processes, policies, and procedures to follow for access to HAFB.

2. **HAFB Installation Entry Policy.** The installation commander is responsible for establishing base entry policy. Those requesting access to the installation must have a valid reason for access to the base and enter under authority of the Internal Security Act of 1950, Section 21, and 50 US Code 797. This policy applies to HAFB and Carter Creek Recreational Area. Employees, visitors, and those personnel residing on HAFB will enter or exit the installation only through approved entry/exit points. All personnel and their property on HAFB are subject to lawful search and seizure procedures as directed by the installation commander or other designated authority.

2.1. **Gates.** The operating hours of the various gates to HAFB are posted at the gates and/or published on the installation web site. Changes to these operating hours will be pre-announced through official e-mails, websites, and Hilltop Times articles.

2.1.1. **Roy Gate.** This gate must be used by all commercial vehicles (excluding sedans) possessing enclosed compartments where the interior of the compartment is not readily viewable or the driver possesses a HAFB pass that dictates entry authorized only through the Roy Gate. Dump trucks, flatbed trailers, etc., must also use this gate even though they do not have enclosed compartments. This gate is inbound only Monday through Friday from 0400-0800.

2.1.2. **School Pedestrian Gate.** Due to the unique situation presented at this location, officer discretion permitting entry onto HAFB is paramount. If it appears the individual should not be utilizing that location for entry onto HAFB, the officer will contact the Security Forces Control Center (SFCC) and request guidance. The parent of the individual may be contacted to validate the child is indeed residing on HAFB.

2.2. **Undefined Entry Situations.** Any entry issues not specifically covered in this instruction shall be at the discretion of the 75th Security Forces Squadron, Chief, Installation Access or higher authority.

3. Pass and Registration Services.

3.1. The 75th Security Forces Squadron Pass and Registration Section manages two visitor centers. One visitor center is located at the South Gate entrance and one is located at the West Gate entrance. Pass and Registration is the primary focal point for all visitors requesting

entry onto HAFB. This office also issues the following media at the West and South Gate visitor centers:

3.2. South Gate Visitor Center Services:

3.2.1. Temporary Vehicle and Personal Visitor Passes.

3.2.2. Contractor Identifications.

3.2.3. Distinguished Visitor Identifications.

3.2.4. Long-Term Visitor Identifications.

3.3. West Gate Visitor Center Services:

3.3.1. Temporary Vehicle and Personal Visitor Passes.

3.3.2. Contractor Identifications.

3.3.3. Distinguished Visitor Identifications.

3.3.4. Long-Term Visitor Identifications.

3.3.5. Restricted and Controlled Area Access Credentials.

3.3.6. AF Form 354, **Civilian Identification Card**, for Retired and Dependent Civil Service Personnel.

3.3.7. DD Form 1934, **Geneva Conventions Identification Card** (military only).

3.3.8. Security Forces Investigator Credentials.

SECTION B – ACCESS CREDENTIALS

1. **Authorized Base Entry Credentials.** HAFB does not require vehicles to be registered on base. Official government approved credentials are required for entry onto HAFB. Installation Entry Controllers will conduct a hands-on inspection of credentials prior to granting entry. The pedestrian/operator of the vehicle must present the required personal credential free of any additional laminate or covering. The following identification credentials are accepted for access to HAFB:

1.1. DD Form 2 Series, **Armed Forces of the United States Identification Card** (Active-duty green cards, Reserve and National Guard pink cards, or Retiree blue cards). Permitted to sponsor.

1.2. Department of Defense (DOD) **Common Access Card (CAC)** (military, civilian, and contractor). Permitted to sponsor.

1.3. DD Form 1173, **Uniformed Services Identification and Privilege Card** (Dependent orange cards). Permitted to sponsor if age 16 or older.

1.4. AF Form 354. Permitted to sponsor if age 16 or older. See Section C for additional guidance.

1.5. Visitor identifications issued at HAFB will be honored for installation access. Only permitted to sponsor if so annotated on the ID Card.

1.6. Contractor identifications issued by Pass and Registration will be honored for installation access. Only permitted to sponsor if so annotated on the ID card.

1.7. Distinguished visitor (DV) identifications issued at HAFB will be honored for installation access. Permitted to sponsor.

1.8. Existing Integrated Video Imaging System (IVIS) IDs issued by Pass and Registration until superseded or replaced through attrition. Only permitted to sponsor if so annotated on the ID card.

1.9. Office of Personnel Management (OPM) Federal Investigator Credentials. Permitted to sponsor.

1.10. Air Force Office of Special Investigations (AFOSI) Credentials. Permitted to sponsor.

1.11. DD Form 2574, **Army and Air Force Exchange Services Identification and Privilege Card**. Not permitted to sponsor.

1.12. Air Force Materiel Command (AFMC) Form 387, **AFMC Identification Credential**, issued at HAFB until superseded by another authorized entry credential. Permitted to sponsor. **NOTE:** This ID is being phased out through attrition and will soon no longer be issued or accepted for installation access.

1.13. Other Federal Agency Identification Cards. Access to HAFB will only be permitted when the individual is on official government business. These individuals are not permitted to sponsor. See Section E, paragraphs 3 and 4, for additional information.

1.14. Valid visitor authorization credentials such as AF Form 75, **Visitor Pass**, HAFB Special Event Pass (SEP), or Visitor Authorization Letter (VAL) must be supported by a Federal or State issued picture identification card. Personnel holding an AF Form 75 or listed on a VAL are not authorized to sponsor and/or escort anyone onto the installation. In cases where SEPs are issued, additional guidance may be provided along with the SEPs as to accompaniment of personnel in a vehicle with the holder of the SEP. If additional guidance is not provided, the holder of the SEP is not authorized to sponsor and/or escort anyone onto the installation.

1.15. General/Flag Officers/Senior Executive Service (SES) Civilians. All visiting general or flag officers or SES civilians, active and retired, will be allowed installation entry after being properly identified. Identification may consist of personal recognition or DOD identification.

1.16. Personnel possessing an AF Form 3008, **Supplement to Enlistment Agreement – United States Air Force**, (or sister-service equivalent) shall be permitted access to the installation when presenting the original signed form in concert with a Federal or State issued photo ID. The individual noted on this form may be permitted entry onto the installation up to the extended active duty (EAD) date entered on the form. Personnel possessing this form are not permitted to sponsor other individuals onto the installation. **NOTE:** A valid passport is acceptable as a photo ID (but not as an entry credential) anywhere in this instruction. A passport can be used as ID for a visitor, in conjunction with an entry list, etc., but cannot be used as a sole method of access to the installation.

1.17. Civilian Federal, State, County and City Law Enforcement Credentials allow access when on official business. These officials will notify the SFCC upon entry and exit. See Section E for further information.

SECTION C – SPONSORSHIP RULES AND RESPONSIBILITIES

1. General Rules. To provide sponsorship, the sponsor's identity must be verified. Additionally:

1.1. Sponsors are legally and administratively responsible for the conduct of their visitors.

1.2. Sponsors will ensure visitors have the needed information prior to the visitor's arrival at the base. At a minimum, visitors should know the full name of the person they are visiting, the phone number where the sponsor can be contacted, and the building number or address they will visit. Failure to provide this information may cause delay or denial of entry onto the installation.

1.3. Sponsors must accompany their visitors. Sponsors cannot sponsor a visitor onto the installation if the visitor will not be in the company of the sponsor for the duration of their visit. It is permissible for a visitor to independently transit directly to the sponsor's workplace/place of meeting and then directly off the installation by the most direct means. **EXCEPTION:** When the visitor is staying at the sponsor's residence on the installation, there is no requirement for the visitor to be in the presence of the sponsor at all times. For example, a service member's parents are visiting for a week and want to go for a walk on base; there is no requirement for them to be in the company of the sponsor. However, it remains the sponsor's responsibility to warn the visitors about sensitive areas including controlled and restricted areas, and the sponsor is responsible for any misconduct by the visitor.

1.4. The maximum number of people any one person may verbally sponsor onto the installation (in-person or telephonically) on any single day is limited to the number they can adequately control and be responsible for. This limit is restricted to 3 for "all-nighters" at the club. If more personnel need to be sponsored on the installation, a typed VAL requesting sponsorship will be sent to Pass and Registration no later than 3 full duty days prior to the date of the visit. The VAL must include all items in Section D, paragraph 7.5. Disputes will be resolved and exceptions to this policy approved by the Chief, Installation Access, on-duty 75 SFS Flight Chief or higher authority.

1.5. During FPCON Bravo, Charlie, and Delta sponsorship may only be accomplished in person at one of the visitor centers (or gates during non-duty hours for the visitor centers).

2. Who Can Sponsor:

2.1. **Military Sponsorship.** All military personnel may sponsor visitors onto the installation. Military dependents age 16 and older may also sponsor visitors onto the installation. Sponsors must be in possession of a valid identification card as specified in Section B.

2.2. **Civil Service Sponsorship.** All DOD civil service personnel may sponsor visitors onto the installation. Civil service dependent children 16 years of age and older, who have in their possession a valid dependent ID card, may only sponsor individuals onto the installation

who do not reside within the immediate area (within 250 miles radius of HAFB). Sponsors must be in possession of a valid identification card as specified in Section B.

2.3. Contractor Sponsorship. Contractors specifically designated as “authorized sponsor” by the ID requesting authority may sponsor subcontractors or other contractors from their company onto the installation. For example, a construction contractor may sponsor an electrical subcontractor. The sponsorship privilege must be documented in writing on the AFMC Form 496, **Application for AFMC Identification Card**, in order to have the ID issued with this privilege. The ID issued will specifically indicate thereon if the contractor is or is not authorized to sponsor other individuals onto the installation. The initial sponsorship request must be made in person at one of the visitor centers. Subsequent sponsorships may be made in accordance with (IAW) the below established procedures. Sponsorship is a privilege and is to be used only for official business.

2.4. Personnel who are no longer eligible for a valid ID card, and whose military spouse is deployed, deceased, or no longer living within the immediate area (within 250 mile radius of HAFB) may be sponsored onto the installation by his/her dependent child (of any age) when the child is eligible for a valid military dependent ID card permitting use of HAFB services. The duration of the pass will be limited to a maximum of 24-hours.

3. How To Sponsor:

3.1. In-person and hand-delivered sponsorship requests may be accomplished at either visitor center. The sponsor must present a valid ID (Section B) which permits sponsorship. In-person and hand-delivered sponsorship requests may be done for up to 30 days. If the individual needs to sponsor someone onto the installation for a longer period of time, they must request a Long-Term Visitor Identification Pass for the visitor.

3.2. Telephonic sponsorship may be initiated from an on-base truncated line. No other telephonic sponsorship numbers are authorized unless coordinated and approved by the Chief, Installation Access or higher authority (Exception: For residential sponsorship see below). The caller ID utilized at Pass and Registration permits validation that the phone being utilized is an on-base truncated number. Telephonic sponsorships will only be approved for a 72-hr period. If longer periods of time are needed, a written (must be hand delivered), in-person, or e-mail sponsorship request is required. The following numbers are the on-base truncated telephone numbers:

- 586-0001 through 586-9999
- 777-0001 through 777-9999
- 775-2000 through 775-6999
- 605-7000 through 605-7999

NOTE: Exceptions to this policy required approval by 75 SFS/S3O or higher authority.

3.3. E-mail Sponsorship. Sponsorship may be accomplished via e-mail from an official HAFB e-mail account by forwarding a request along with all pertinent information to 75SFS.SFOXI@Hill.AF.Mil.

3.4. Residential Sponsorship. Sponsorship may be accomplished from an on-base residence for a 72-hr period contingent upon the resident being listed in a base alpha or housing roster and the caller being able to validate information contained within the base housing roster. This form of sponsorship is not valid during Force Protection Condition (FPCON) Bravo, Charlie, and Delta.

3.5. Faxed sponsorship requests are not accepted.

SECTION D – VISITOR RULES AND RESPONSIBILITIES

1. General. Visitors include, but are not limited to, guests of base-affiliated personnel, contractors, delivery personnel, local government employees, bus drivers, non-DOD federal employees, and taxi drivers.

2.1. Visitors to HAFB may be may be checked through the National Crime Information Center (NCIC) for active warrants and current motor vehicle insurance. Those who have any outstanding Wants/Warrants may be detained and turned over to appropriate authorities. Any visitor with an outstanding Want/Warrant will be denied entry onto HAFB. If a warrant stipulates a brief and release procedure, the individual will be briefed on their responsibility to have the warrant cleared and denied entry onto the installation until the warrant is removed from the database.

2.2. All visitors requesting access to HAFB must be sponsored and have a pass or ID issued by Pass and Registration, be on a VAL authenticated by the 75 SFS, or have been issued a current SEP by Public Affairs or 75 SFS.

2.3. All visitor rules and procedures are subject to modification during periods of increased FPCON.

2. Temporary Visitor Pass.

2.1. To obtain an initial Temporary Visitor Pass (AF Form 75), a visitor must be properly sponsored onto HAFB (see Section C for sponsorship procedures) by an individual who holds a valid ID (Section B) permitting sponsorship of other individuals onto the installation.

2.2. Visitor Passes Requested In-Person, Hand-delivered Request, or via E-mail. Temporary Visitor Passes requested through these methods may be issued for a maximum of 30 days.

2.3. Temporary Visitor Passes requested telephonically must be requested on the date of required entry and are issued for a maximum of 72-hrs.

2.4. A consecutive pass is defined as a pass for the same person with a gap of less than 30 days between the old and new passes. Consecutive passes may only be authorized by the Pass and Registration Assistant Noncommissioned Officer in Charge (NCOIC) or higher authority, or by accompaniment of a letter from the sponsor's supervisor approving this action. Normally, if a person requires access to HAFB for more than 30 days, the individual shall be instructed to obtain a Long-Term Visitor Identification pass through appropriate sponsorship application.

3. Long-Term Visitor Identification.

3.1. Long-Term Visitor Identification passes will not be issued to personnel who are otherwise eligible for another form of military identification.

3.2. The Long-Term Visitor Identification may be valid for any period from 31-365 days. However, under no circumstance will the IDs be valid for a period longer than 1 year, the date of expiration annotated on the sponsor's ID card, or the date noted on the request form, whichever is soonest.

3.3. Requests for these passes are made in person at the visitor centers. The proposed recipient of the pass and the sponsor must both be present. All requests for these identifications by military, civil service, and contractor employees, including their spouses, must have the request endorsed and approved by a supervisor with a three letter office symbol (i.e. 75 SFS/CCF) within the individual's chain-of-command. If this endorsement and approval are missing, the issuance of the ID will be denied. All other issuance requests (i.e. retirees, etc.) will be handled on a case-by-case basis and approved or denied by the Assistant NCOIC, Pass and Registration, or higher authority.

3.4. These passes permit non-base affiliated (NBA) personnel access to the installation 24-hrs a day, 365 days per year unless otherwise restricted. Therefore, strong written justification for approval of the pass must be presented. Appropriate justification does not include, for example, the desire for your friend, spouse, children, etc., to bring you lunch, use the base fitness center, visit you at your work/living quarters on-base, etc. Possible forms of appropriate justification may include, but are not limited to, in-home child care providers, in-home health care, non-dependant family members of on-base housed military members or recurrent (more than once a week) delivery personnel from local businesses (office supplies, repairmen, etc.). This justification must be hand-carried to one of the visitor centers by the sponsor and accompanied by the sponsor when requesting issuance of a Long-Term Visitor Identification. The letter of justification will be signed and dated by the sponsor.

3.5. Criminal History/Background Checks and Outstanding Wants/Warrants. Long-term visitors to HAFB may be required to undergo a criminal history background check. Individuals who have a criminal history meeting any of the criteria set forth by the installation commander may be denied a HAFB pass and/or identification for entry onto the installation.

3.5.1. The 75th Air Base Wing Staff Judge Advocate (75 ABW/JA) will develop a list of offenses for which an individual may be denied access to the installation. That list will be coordinated through the 75 SFS and approved by the 75 ABW Commander (75 ABW/CC).

3.5.2. An individual denied access for criminal history may appeal that denial by submitting a memorandum detailing the basis of their appeal to the 75 SFS who will coordinate the appeal through the 75 ABW/JA to the 75th Mission Support Group Commander (75 MSG/CC) for resolution.

3.5.3. If a warrant stipulates a brief and release procedure, the individual will be briefed on their responsibility to have the warrant cleared and denied entry onto the installation until the warrant is removed from the database.

4. Visitors Escorted by an Authorized Person.

4.1. During FPCON Normal and Alpha, a visitor pass must be issued to the visitor before the vehicle and personnel may proceed onto the installation. All personnel age 16 or over in the vehicle must have a Federal or State issued photo ID with them. If a visitor cannot produce one of the above types of identification, they will not be allowed access to the base. **EXCEPTION:** Family members that do not have their ID card and are accompanied by their sponsor or another family member with an ID may enter the installation.

4.2. During FPCON Bravo, Charlie and Delta, all visitors will be issued a visitor pass or Long-Term Visitor Identification. Those issued an AF Form 75 shall be accompanied by their sponsor during the entire time they are on the installation. Those issued a Long-Term Visitor Identification do not need to be accompanied by the sponsor.

5. Temporary Vehicle Pass for Visitors.

5.1. To request permission to drive on HAFB visitors must be properly sponsored onto HAFB (see Section C for sponsorship procedures) and present the documentation outlined below for issuance of a temporary visitor's Vehicle Pass. These documents must remain available to the driver at all times while operating a motor vehicle on HAFB and be presented upon demand by any security forces member.

5.2. The Temporary Vehicle Pass for Visitors is entered into the Security Forces Management Information System (SFMIS) Database.

6. Long-Term Visitor Vehicle Documentation Check.

6.1. If a long-term visitor will be driving a motor vehicle on HAFB, they must present the appropriate documentation to Pass and Registration. Failure to present this documentation will result in the issuance of an ID card that denies operation of a motor vehicle on HAFB. The following information is to be presented to Pass and Registration for motor vehicle operation on HAFB:

6.2. A valid state and/or international driver's license.

6.3. A valid certificate of state registration as required by the state or authority in which the vehicle is registered.

6.4. Proof of meeting minimum requirements for automobile insurance laws or regulations of the state in which the vehicle is registered. Insurance must identify vehicle being registered by year, make/model, vehicle identification number (VIN) and have an expiration date. An uninsured privately owned vehicle (POV) will not be operated on base under any circumstances.

6.5. Evidence of satisfactory completion of emission, safety, mechanical or other tests or evaluations required by local, state, or other jurisdictions in which the vehicle is licensed. Emissions must comply with Utah State Law. **NOTE:** Operating a vehicle on Federal property requires proof of emissions compliance at all times.

6.6. Motorcycle Safety Course completion is not required for motorcycle operators visiting HAFB or residing in the "FamCamp" on HAFB, unless this visitation exceeds 180 days. If the visit exceeds 180 days, the individual must present evidence of satisfactorily completing a certified Motorcycle Safety Foundation course.

7. Visitor Authorization Listings (VAL).

7.1. For multiple visitors needing one-time access or delivery companies with a high changeover of employees, HAFB will use a VAL. Units will ensure that sponsors submit VALs at least 3 full duty days in advance so that checks may be done and the VAL authenticated and posted at the appropriate entry gate. The list must include the items listed in Section D, paragraph 7.5.

7.2. Conditions where VALs are not valid:

7.2.1. Faxed VALs are not accepted.

7.2.2. A VAL will not be accepted from a contractor who is requesting to sponsor non-base affiliated personnel onto the installation for purposes not directly tied to his/her official duties.

7.2.3. VALs will not be accepted by e-mail during FPCON Charlie or Delta. During FPCON Charlie and Delta, all VAL requests must be hand-carried to the West Gate Visitor Center.

7.3. VALs are accepted when:

7.3.1. E-mailed to 75SFS.SFOXI@Hill.AF.Mil when originating from an on-base e-mail account.

7.3.2. When dropped-off in-person at the West Gate Visitor Center by an individual in possession of an ID card permitting sponsorship of other personnel.

7.4. The sponsor providing the VAL will submit the request with all required information (see below) to Pass and Registration no later than 3 full duty days prior to the event. Last minute additions to the list must be provided to the SFCC for authentication and distribution to the entry controllers. Personnel added as last minute additions to VALs may experience significant delays or denial of entry. Last minute additions to VALs will be prioritized in a manner contingent upon current on-going security force responses to other matters.

7.5. Required VAL Information:

- List of non-base affiliated (NBA) guests (*Alphabetical Order by Last Name*)
- Location of Event
- Gate(s) of Entry
- Sponsor's First and Last Name
- Sponsor's Social Security Number (SSN)
- Sponsor's Work and Home Telephone Numbers. The telephone number must be one at which the sponsor can be contacted before, during, and after the event.
- Start Date for Event
- End Date for Event
- A signature/e-mail and statement from the sponsor accepting responsibility for guests while they are on HAFB
- A visitor's driver's license number or ID card number and two-digit state identifier (i.e. UT for Utah) or passport number may be required during periods of increased threat as directed by installation leadership.

7.6. The VALs shall be used in conjunction with a State or Federal issued picture ID for access to HAFB. The VALs will be authenticated by security forces and distributed to the security forces contract guard force supervisors. The contract guard force supervisor shall ensure the VALs are posted at the noted gates prior to the set time and date for implementation of the VAL. Only personnel appointed by the Chief, Installation Access (no grade requirement), or personnel assigned to security forces not within Pass and Registration, in the grade of E-6 and above or United States Air Force (USAF) Civil Service GS-09 and above may authenticate VALs.

7.7. All personnel on the VAL may be checked through the NCIC for active warrants and current motor vehicle insurance. If there is no proof of insurance, it will be so marked on the proposed VAL and documentation will be requested at the gate of entry. Those failing to provide proof will be denied entry. The individual will be directed to the closest open visitor center for assistance.

SECTION E – SPECIAL VISITOR RULES AND RESPONSIBILITIES

1. Distinguished Visitor Identification.

1.1. These passes will be issued to personnel at the request of the Ogden Air Logistics Center (OO-ALC) Commander/Vice/Executive, wing commanders or their designated representatives.

1.2. These passes will be issued for 3 years with sponsorship privileges unless otherwise stipulated by the requesting official.

1.3. The 75 ABW Protocol Office will forward a monthly updated Military Affairs Committee roster to Pass and Registration. This roster will be used as an approval source for issuance of a DV ID. Unless otherwise noted, all personnel on this roster will receive a 3-year DV ID with sponsorship privileges.

1.4. Criminal history background checks and Want/Warrants checks will not be accomplished on these individuals unless otherwise directed.

2. Special Event Passes (SEP).

2.1. The purpose of this type of entry credential is to allow guests attending special events on the installation “expedited entry.” These events include, but are not limited to: weddings, large conferences, community meetings, and other instances where the visitors will remain on HAFB for only the duration of the event. While expedited entry through the gates is a matter of courtesy, the security of the installation shall not be jeopardized for the sake of convenience.

2.2. Special Event Passes are only valid for the day of the event. These passes will be stamped with an authentication stamp before issue.

2.3. The OO-ALC Commander, 75 ABW/CC, 75 MSG/CC (or their designated representatives) will approve functions or events where a list of guests cannot be obtained and expedited entry is still requested.

2.4. Upon arrival of the guest at the gate, the on-duty installation entry controller will verify the guests name using a State or Federal photo ID. If the guest is on the list of invitees, the entry controller will issue the operator a HAFB SEP. There is no requirement to verify all vehicle occupants.

2.5. The SEP shall be placed on the driver's side dashboard of the vehicle in clear view.

2.6. Visitors to HAFB may be checked through the NCIC for active warrants and current motor vehicle insurance. Those who have any outstanding Wants/Warrants will not be issued a SEP and may be detained and turned over to appropriate authorities. Any visitor with an outstanding Want/Warrant will be denied entry onto HAFB.

2.7. All SEP requests shall include, at a minimum, the full name, date of birth for each visitor. Driver's license number and state of issue may be required during increased FPCONs as directed. All SEP requests shall be submitted a full 3-duty days in advance of the proposed event unless this requirement is waived by competent authority.

3. Federal, Utah State, Utah Counties, and Utah City Officials (Non-Law Enforcement). The following procedures apply only to personnel employed by one of the above government agencies. All others shall follow normal sponsorship procedures.

3.1. Federal, State, County, and City Officials requiring access to HAFB in performance of their official duties shall forward a VAL to Pass and Registration consisting of the information required in Section D, paragraph 7.5 above. This listing shall be forwarded to Pass and Registration, Building 1219, Hill AFB, UT 84056 or e-mailed to 75SFS.SFOXI@hill.af.mil. Only e-mails originating from a "dot mil" e-mail account will be accepted. The preferred method is to forward this request to the agency's on-base point of contact for forwarding to Pass and Registration. Pass and Registration will authenticate the listing and make it valid for a period not exceeding 180 days. After the 180-day period (or less), a new listing will need to be produced and presented for authentication and posting. Federal, State, County, and City Governments are responsible for notifying Pass and Registration any time an individual noted on the listing changes jobs, terminates employment, or no longer requires access to HAFB in performance of his/her official duties. The government officials requesting entry onto HAFB shall present their Federal, State, County or City issued government credentials and mention to the installation entry controller that he/she is on a VAL and the reason they need to gain entry onto the installation. After verification, the gate guard will permit entry. If the official is not on the current VAL, they will be denied entry and directed to the visitor center.

3.2. Federal officials not employed by DOD are authorized access to HAFB to use certain Services activities and programs on a space-available basis. The list of those services and programs authorized for use is published via policy letter signed by the Installation Commander. Non-DOD Federal employees (actively employed and retired) may be authorized a Long-Term Visitor Identification for a period of 31-365 days when formally requested in writing via VAL by the Services Directorate. The individual signing this request is administratively and legally liable for the actions of the visitor while they are on HAFB.

4. Civilian Law Enforcement Agents (Federal, State, County, and City). The following procedures apply only to actively employed Federal and Utah Law Enforcement personnel. All others shall follow normal sponsorship procedures.

4.1. Allow these personnel access to HAFB and Carter Creek Recreational Area when on official business. These officials will notify the SFCC prior to entry and upon exiting the installation. All agencies will present their government-issued law enforcement credentials to the installation entry controller. These officials may vouch for members in their party.

4.2. If an off-base marked emergency vehicle is responding to an on-base incident without prior notification, immediately contact SFCC before permitting the emergency vehicle access. Procedures for handling situations involving off-base police in Fresh Pursuit are published in 75 SFS operating procedures.

4.3. Law Enforcement Personnel with Warrants and Other Court Related Documents. Included are summons, complaints, subpoenas, writs of attachment, restraining orders, and other court related documents. Contact the 75 ABW/JA if there is a question regarding the document. Hill AFB Instruction (HAFBI) 51-1001, *Service of Legal Process*, provides detailed guidance regarding process serving.

4.3.1. During duty hours, the entry controller shall direct any peace officer in possession of court documents to serve on Hill AFB to the 75 ABW/JA, Building 1278, for coordination. All court documents will be served at the SFCC, Building 1219 in the presence of the individual's supervisor or other unit representative.

4.3.2. During non-duty hours, the entry controller shall direct any peace officer in possession of court documents to serve on Hill AFB to the SFCC, Building 1219, for coordination with 75 ABW/JA.

4.4. Non-Law Enforcement Process Servers. The entry controller shall direct any non-law enforcement individual attempting to serve court documents to the West Gate Visitor Center. The documents to be served will be faxed from that location to the 75 ABW/JA for review. If the documents are in order, the server will be directed to call SFCC and make their request. The SFCC will contact the individual's supervisor or first sergeant and request that they privately ask the individual to report to that location. The procedures in HAFBI 51-1001 will be followed with the exception that process servers without law enforcement credentials will not be allowed unescorted access to the installation.

5. Students. Students enrolled in classes on base shall be granted access based upon a Federal or State issued photo ID verified against a VAL. The agency hosting the class is responsible for providing a current VAL to Pass and Registration. The VAL shall contain the information required in Section D, paragraph 7.5. In FPCON Charlie and Delta, entry will be denied.

6. Rod and Gun Club. For NBA Rod and Gun Club members, the 75 MSG, Services Division will provide Pass and Registration an alpha membership listing (by last name) containing the information noted in Section D, paragraph 7.5 every 180 days. The listing will be authenticated and turned into a VAL, and posted at the Roy Gate only. All NBA Rod and Gun Club members will only be permitted entry through the Roy Gate. All NBA members are to proceed directly to the shooting range/membership building and then directly off the installation. No deviations are authorized unless approved beforehand and coordinated with Pass and Registration. Rod and Gun Club NBA members are transporting weapons and ammunition, therefore stricter rules on their usage of the installation while transporting firearms is necessitated.

Weapons shall not be concealed or loaded and ammunition shall be separated from the weapon. Guards performing installation entry control duties will check weapons before allowing entry.

7. Golf Course. Personnel without a base affiliation shall be properly sponsored onto HAFB IAW Section C of this attachment. Blind sponsorship (sponsoring without knowing the real identity of the individual) is prohibited. A tee time does not constitute the right to access the installation without the proper credentials (Section B) or sponsorship. Obtainment of a seasonal pass does not constitute automatic sponsorship for non-base affiliated personnel. See paragraph 3.2 above for further information.

8. Civil Air Patrol (CAP). The CAP military liaison shall provide Pass and Registration an alpha membership listing (by last name) containing the information noted in Section D, paragraph 7.5 every 180 days. The listing will be authenticated and turned into a VAL and posted at the requested gates of entry. For ease of entry, if the CAP member is underage to drive a vehicle, the CAP military liaison shall also provide the name of the parent/guardian transporting the individual onto and off of the installation.

9. Other Clubs. Members of clubs residing on HAFB shall have the proper credential for accessing the installation (Section B) or be properly sponsored onto the installation (Section C). Simply being a member of a club located on HAFB does not give NBA individuals the privilege of entering onto the installation. Club Managers/Presidents/Board Members, etc., shall ensure that NBA personnel are aware of installation access entry restrictions prior to accepting these individuals as club members.

10. Media Personnel. Deny entry unless escorted by Public Affairs (PA) personnel. Installation entry controllers and visitor center personnel will contact SFCC anytime news media personnel attempt to enter or approach a gate. The SFCC will then contact 75 ABW/PA. **NOTE:** Under no circumstances will news media personnel be admitted unescorted entry. Do not answer interview questions. Only designated PA personnel (75 ABW/PA, 388th Fighter Wing/PA, 419th Fighter Wing/PA) are authorized to make statements or give interviews to the media.

11. Foreign Military/Government Representatives:

11.1. Deny entry to foreign military/government representative personnel who have not been cleared for access to HAFB by the Foreign Disclosure Office (FDO). Contact the FDO and brief them on the situation. Do not permit entry until formally cleared by the FDO.

11.2. Normally, Foreign Military/Government representatives will be issued identification via other means; however, should a request be made of Pass and Registration for issuance of an ID to a foreign military/government representative, the pass to be issued is the Long-Term Visitor Identification photo pass. These passes will be issued for 1 year or length of stay, whichever is shorter. Sponsorship privileges will only be extended to these individuals when requested by a wing commander or higher authority or his/her representative. Certain foreign government representatives, dependent upon diplomatic position may be issued a DV pass for 3 years or length of stay, whichever is shorter.

11.3. Foreign Military/Government representatives holding a CAC or any other ID may not sponsor other foreign military/government personnel onto the installation unless specifically granted this privilege, in writing, by a wing commander or higher authority.

SECTION F - MISCELLANEOUS VEHICLE ACCESS RULES

1. Government Owned Vehicles (GOV). These vehicles may enter the installation at any operational gate. However, due to traffic calming/antiterrorism devices located at the South, South West, West, and Roy Gates, vehicles longer than 30 feet in length shall enter through the Roy Gate only. These GOVs do not need to be searched.

2. Motorcycle Operation. A motorcycle as defined by Utah State in the "*Utah Driver Handbook*," 2004 Edition is "*every motor vehicle except farm tractors, designed to travel with not more than three wheels in contact with the ground.*" Personnel requesting to operate a motorcycle on HAFB shall complete a certified Motorcycle Safety Foundation course IAW AFI 91-207, *The Air Force Traffic Safety Program*. Once they complete the course, riders must keep the safety card on them when operating a motorcycle on base. This card must be shown to 75 SFS patrol persons upon request. If attending an on-base Motorcycle Safety Foundation Course, personnel residing in the local area may be authorized a temporary Vehicle Pass 30 days prior to the scheduled on-base course date after class verification enrollment date through the on-line *Motorcycle Course Record Lookup* (<http://www.hill.af.mil/safety/moto/search.php>). The temporary Vehicle Pass will expire 1 day after the scheduled course completion date.

3. Rental Vehicles. Permit access to HAFB when being operated by an individual who possesses a valid credential permitting entry onto HAFB. This includes "U-Haul" type rented moving vehicles and trailers. The operator does not need to produce a rental agreement at the gate. Rental vehicles longer than 30 feet must enter through the Roy Gate.

4. School and Utah Transit Administration (UTA) Buses. During FPCON Normal, Alpha, and Bravo, these vehicles shall be granted access based upon the driver's state ID and commercial driver's license verified against a VAL. It is recommended that all buses use the Roy Gate due to their size, but the driver may elect to enter at any gate with the understanding the bus may sustain damage from contacting barriers. School bus drivers shall vouch for all passengers. During FPCON Charlie and Delta, the entry controller will enter the UTA bus and check the credentials of all the passengers as well. Those passengers not having appropriate credentials for entry onto HAFB (Section B) will be asked to disembark or the bus shall be denied entry.

5. Taxies, Shuttle Buses (not UTA), Tow Trucks, and Wreckers with Passengers. These vehicles do not require vehicle passes to enter HAFB, however, prior to permitting entry to HAFB, the passengers will be checked for valid credentials. If the passenger does not possess a valid credential, the vehicle and occupants will be denied entry. During FPCON Charlie and Delta, these vehicles shall enter through the Roy Gate commercial vehicle lane and be searched.

6. Taxies, Shuttle Buses (not UTA), Tow Trucks and Wreckers without Passengers. These vehicles attempting entry onto HAFB to pick up a passenger or vehicle will be stopped and the on-duty entry controller will direct them to the closest visitor center for verification of entry. On-duty visitor center personnel will contact the requesting agent/agency to verify service. The vehicle will be denied entry unless the requested service can be verified. On-base residence/employees may call a visitor center to pre-announce the arrival of the taxi or

towing/wrecker service. Visitor center personnel validate sponsorship privilege via caller ID against the approved truncated telephone number listing, base housing roster, military/civilian alpha roster, or other approved methods. When the visitor centers are closed, the SFCC will accomplish the above requirements and validate the need for entry onto the installation. Once verified, they will be signed in on an approved installation entry log. During FPCON Charlie and Delta, these vehicles shall enter through the Roy Gate commercial vehicle lane and be searched.

6.1. A towing/wrecker service or individual requesting base access solely for the purpose of effecting the repossession of any type of vehicle must be escorted by 75 SFS Investigations (75 SFS/S2I) personnel. Any questions regarding this type of access should be directed to 75 SFS/S2I.

7. Unmarked Commercial Vehicles. Vehicles registered to a company are considered commercial vehicles, even if operated by a person holding a valid ID credential. Commercial vehicles (excluding sedans) possessing enclosed compartments where the interior of the compartment is not readily viewable are authorized only through the Roy Gate. Additionally, all other drivers possessing a HAFB pass that dictates entry authorized only through the Roy Gate shall also enter only through that gate. Entry at all other gates will be denied.

8. Marked Commercial Vehicles. Marked commercial vehicles, not contractually employed by the base, are required to enter through the Roy Gate only (excluding sedans). These vehicles normally consist of IBM, Xerox, food catering delivery personnel, Utah Power, UPS, FedEx, DHL, companies delivering household goods for military members who have recently arrived, etc. Allow access to marked commercial vehicles from off-base businesses if they have a current AF Form 75 or other approved entry credential. If the individual does not have a valid base identification, the sentry will inspect the bill of lading or delivery order indicating HAFB, search the vehicle IAW current policy and sign the delivery vehicle, driver, and passengers onto the installation using an approved installation entry log. If a household goods delivery arrives without a bill of lading, contact the 75th Logistics Readiness Squadron. During FPCON Charlie and Delta, a sponsor will meet the vehicle at the gate.

9. Small Delivery Vehicle/Vendors. When properly sponsored, the drivers of these vehicles may be issued an AF Form 75 or a Long-Term Visitor Identification for periods of 1-365 days, dependent upon their need to conduct official business on HAFB.

9.1. The sponsoring organization will determine the required hours and days of the week when the pass is required in a letter to Pass and Registration.

9.2. On-base housing residents/employees may call the visitor center to pre-announce the arrival of a commercial food delivery service (i.e. pizza delivery, etc.). Visitor center personnel establishes sponsorship privilege via caller ID against the approved truncated telephone number listing, base housing roster, or military/civilian alpha/housing roster. Visitor center personnel will inform the installation entry controller of the expected commercial food delivery arrival and grant permission to the entry controller to permit entry of this vehicle. Upon arrival of the commercial food delivery, installation entry controllers shall verify delivery location and log the

delivery/driver in on an approved installation entry log. When the visitor center is closed, the SFCC shall perform the validation protocols noted above.

10. Explosive-Laden Vehicles:

10.1. Entrance Gate. Direct explosives-laden vehicles to the munitions (magazine) gate/holding area located next to the Roy Gate. Inform the driver that a telephone and number to Hill Consolidated Command Post (HCCP) is located at the munitions holding area. Vehicles with hazard class/division 1.4 explosives are authorized to enter through the Roy Gate but must be logged in on an approved installation entry log.

10.2. When vehicles arrive at the Munitions Gate the HCCP will be informed of the situation.

10.3. The HCCP will have a competent authority from the receiving agency and a security forces patrol respond to the Munitions Gate. The security forces member will verify the driver's information then a search of the vehicle will be conducted by security and receiving personnel. Once completed, authorization will be granted to enter the installation. The receiving authority will verify the vehicle is authorized on base (via bill of lading or other paperwork) and escort the vehicle on base and off base.

10.4. On-duty security forces personnel will not escort munitions-laden vehicles on base. **NOTE:** The only exception to this rule would be for mandatory or regulatory mission requirements (for example DOE SAFE HAVEN). Passes are not required since they will be under escort at all times.

SECTION G – CONTRACTOR ACCESS

1. Contractor ID Card:

1.1. The instructions that follow are applicable only for Contractor IDs issued by Pass and Registration.

1.2. Contract employees with contracts of 31 days or longer may be issued a Contractor ID Card.

1.3. Contractor ID Cards are issued for a maximum of 3 years or the length of the contract, whichever is less.

1.4. Criminal History and Outstanding Wants/Warrants. Contractors who do not have a current completed or ongoing background investigation on file with the Federal Government may be checked through the NCIC for active warrants.

2. Contractor Responsibilities. Contractors who do not have a current completed or ongoing background investigation on file with the Federal Government may be checked through the NCIC for active warrants. Individuals who have a criminal history meeting any of the criteria set forth by the installation commander will be denied a HAFB pass and/or identification for entry onto the installation. See Section D, paragraph 3.5.2 for the appeal process for base access denial based on criminal history. **NOTE:** All contractors who need computer access must have the appropriate investigation conducted by the Federal Government and be issued a CAC through the Military Personnel Flight.

2.1. If there are no active warrants, the individual will be issued a 14-day Temporary Visitor Pass. If the Criminal History Background check returns any conviction record, the Contractor Identification will not be issued and contact will be made with the sponsor requesting immediate revocation of the AF Form 75. The sponsor will not be made privy to any of the information regarding the criminal history of the individual, only instructed to confiscate the AF Form 75. For warrants stipulating a brief and release procedure, the individual will be briefed on their responsibility to have the warrant taken care of and denied entry onto the installation until the warrant is removed from the database. Other warrants will be handled on a case-by-case basis and may result in the individual being detained and turned over to the proper authorities.

2.2. Upon award of a contract, the contractor will submit a list of names with personal data (see AFMC Form 496 for required information) to the contracting officer. The contracting officer will execute/sign an AFMC Form 496 for each contractor they deem to have a valid need for a base issued identification and will give that completed form to the contractor. The contract number and the contract completion date along with an expiration date for the requested Contractor ID Card (not to exceed 3 years or the contract completion date, whichever is shorter) shall be entered onto the AFMC Form 496. All forms must be turned in to the West Visitor Center.

2.3. It is the sole responsibility of the contractor to acquire an AFMC Form 496 from the government (contracting officer) to initially obtain or renew current contractor IDs for employees who require access to the installation.

2.4. Contractor personnel will hand carry the completed AFMC Form 496 to either the South or West Gate Visitor Center and request the identification.

2.5. The contractor must present a valid State or Federally issued photo identification to Pass and Registration when requesting the Contractor ID Card. A foreign passport is only acceptable when presented in conjunction with appropriate documentation permitting employment within the United States.

2.6. If the "Citizen" block on this form indicates citizenship of a country other than the United States, the individual is required to present proof of being permitted to work in the United States before an ID Card is issued. If proof cannot be presented, issuance of the ID will be denied. If the information or the actions of the individual appear to be an attempt to circumvent security protocols, the SFCC or AFOSI will be contacted and requested to respond.

3. Contracting Activity Responsibilities. The installation Contracting Activity (CA) shall incorporate a criminal background screening requirement into the contract process. It is the CA's responsibility to explain the process to the contractor. Upon completion of the contract, the CA must collect installation entry credentials and turn them into the issuing activity. Return of all contractor entry credentials shall be a condition of final payment. A memorandum must be prepared and signed by the CA declaring any missing credential/pass.

4. Requesting Official Responsibilities. The individual requesting the issuance of an ID card from Pass and Registration must have a properly executed DD Form 577, **Appointment/Termination Record – Authorized Signature**, on file. The DD Forms 577 are valid for 2 years from the date of appointment. Any request for issuance of ID cards after that 2 year period will be denied until a newly and properly executed DD Form 577 is received authorizing the requestor to perform this action.

4.1. The AFMC Form 496 is the sole instrument utilized to request issuance of a Contractor ID Card. This form must be filled out in its entirety to include the contracting number, the contract expiration date, and an expiration date for the ID card (not to exceed 3-years or length of contract, whichever is shorter). The signature authority shall also fill in the blocks under the title "Certificate of Requesting Official." Forms signed by any other individuals will be denied action.

4.2. If contractor personnel require sponsorship authority in performance of official duties, this privilege must be annotated on the AFMC Form 496 as "*Authorized to Sponsor*." The absence of "*Authorized to Sponsor*" defaults to the individual not being permitted to sponsor anyone onto HAFB.

4.3. If contractors need access to HAFB for times/dates outside the performance period of the contract (i.e., administrative issues, warranty issues, site visits, etc.), the contractor will need to be appropriately sponsored onto the installation by the customer or supporting agency.

4.4. Any other instance where contractors need access to HAFB will be dealt with on a case-by-case basis.

SECTION H - ADDITIONAL FORCE PROTECTION CONDITION GUIDELINES

1. **FPCON Normal and Alpha.** Between 0500 and 2100, only the driver is required to produce base entry credentials (Section B). Thorough 100% identification checks of all occupants are required from 2100-0500 and during Random Antiterrorism Measures. During these times all personnel (age 16 years or older) in the vehicle will be required to show proof of identity.

2. **Increased FPCONs.** During increased FPCONs, or by direction from the Chief, Security Forces or higher authority, 100% ID checks may be conducted on all personnel entering the base. If an individual claims to have forgotten or lost an appropriate credential, they must adhere to the following guidelines:

2.1. **Live off base and forgot/lost ID card.** During FPCON Normal, Alpha, and Bravo, if the active duty, reserve, guard military member, family member, or DOD personnel live off base and have forgotten/lost their ID card, approved alpha rosters may be utilized to verify the privilege to enter the installation. Visitor center personnel will check the alpha rosters against a valid Federal or State photo identification card prior to permitting entry. Once authorized access is verified, the individual will be given a token that will be turned over to the entry controller on the way through the gate. This token will be produced by Pass and Registration and changed at least monthly. If the individual consistently forgets his/her ID Card (i.e., more than once a week) he/she will be denied entry to the base until he/she retrieves his/her ID card. When the visitor center is closed, the SFCC shall perform the above-noted validation procedures.

2.2. **Lives on base and forgot/lost ID card.** If the active duty member or family member resides on base and has forgotten/lost his/her ID card at his/her residence, visitor center personnel will check an approved alpha roster, call the residence (if someone is home) for verification, or contact the individual's first sergeant for verification. Visitor center personnel will check the alpha roster against another valid Federal or State issued photo identification card prior to permitting entry via the token noted above. If verification and contact cannot be accomplished, contact SFCC. At the earliest possible time, with established priorities, a patrol will be dispatched to escort the individual to his/her residence and validate the member's residential status. Do not turn the family member away from the base. Use all means available to verify the person's identity. When the visitor centers are closed, the SFCC will accomplish the above noted validation procedures.

2.3. During FPCONs Charlie and Delta, situations such as those above will be dealt with individually in accordance with standing FPCON procedures.

SECTION I - EXAMPLE REQUEST FOR VISITOR IDENTIFICATION

I hereby request the following individual be issued a Visitor Identification with the understanding that if this request is approved, this identification will permit the below individual unrestricted access to HAFB (except during increased FPCONs) 24-hours a day, 7-days a week, for the duration of the pass. Furthermore, I understand that as this individuals sponsor I can be held administratively and legally liable for the conduct of this person while they are on HAFB.

SPONSOR'S INFORMATION:

Last Name: _____ First Name: _____
SSAN: _____ Unit of Assignment: _____
Duty and Home Phone: _____

VISITOR'S INFORMATION:

Last Name: _____ First Name: _____
SSAN: _____ Date of Birth (DOB): _____
Address: _____
City/State: _____
Telephone: __ (____) _____
Driver License Number/State: _____
(Or other Local, State or Federally issued photo ID)
Vehicle Year: _____ Vehicle Make: _____
Vehicle Model: _____ Vehicle License/State: _____
Date Pass Begins: _____ Date Pass Ends: _____
(may not exceed 1-year)

JUSTIFICATION FOR REQUEST: _____

Date (Signature of Sponsor)

I concur/nonconcur with the justification annotated above for the issuance of this identification.

Printed Name of 3-digit Supervisor

Date Signature of 3-digit Supervisor

Date Issued: _____ Issued By: _____ Gate: W S

**THIS FORM MUST BE FILLED OUT IN ITS ENTIRETY
MEMORANDUM CONTAINS DATA SUBJECT TO THE PRIVACY ACT OF 1974**

SECTION J – ACRONYMS AND PHONE NUMBERS

Acronyms

AFMC	Air Force Materiel Command
AFOSI	Air Force Office of Special Investigations
CA	Contracting Activity
CAC	Common Access Card
CAP	Civil Air Patrol
DOD	Department of Defense
DV	Distinguished Visitor
EAD	Extended Active Duty
FDO	Foreign Disclosure Office
FPCON	Force Protection Condition
GOV	Government Owned Vehicle
HAFB	Hill Air Force Base
HCCP	Hill Consolidated Command Post
IAW	In Accordance With
ID	Identification
IVIS	Integrated Video Imaging System
NBA	Non-Base Affiliated
NCIC	National Crime Information Center
NCOIC	Noncommissioned Officer In Charge
OPM	Office of Personnel Management
POV	Privately Owned Vehicle
SEP	Special Access Pass
SES	Senior Executive Service
SFCC	Security Forces Control Center
SFMIS	Security Forces Management Information System
SSN	Social Security Number
USAF	United States Air Force
UTA	Utah Transit Authority
VAL	Visitor Access List
VIN	Vehicle Identification Number

Phone Numbers

South Gate Visitor Center	777-8631	FAX 586-1551
West Gate Visitor Center	777-6614	FAX 586-2363
South Gate	777-2394	
West Gate	777-5636	
Southwest Gate	775-3031	
Roy Gate	777-4229	